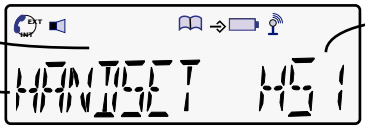
User Guide

BT FREELANCE XA 3000

Explanation of the display icons

Standby screen

To personalise the name of your handset, *see page 26*.



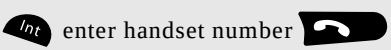
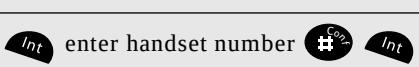
HS1

Displays the number of the handset at all times.

Icon	Steady	Flashing
EXT	External line in use	Incoming call
INT	Internal call	Internal call from another handset
	In calls list	New call received in calls list
EXT INT	3 way conversation in progress	
		Battery exhausted
	Battery weak	
	Battery half-full	
	Battery full	
	Phonebook	
	Menu in use	
	Handset linked to base station	Out of range or searching for base station
	In handsfree mode	
	Answering machine is switched on	

Quick Guide

Information for the handset settings

Function	Key combination
Answer a call/End a call	
Make a call	
Redial a number	
Store a number in the memory	enter the name enter the telephone number
Dial a number in the memory	
Adjust the earpiece volume	During a call, press the during a call until the required level is reached.
Secrecy on/off	During a call, press to switch on and again to switch off.
Transfer call to another handset	 enter handset number
Three way conversation	 enter handset number
Access to redial list	– keep pressing to scroll.
Access to calls list	– keep pressing to scroll.
Set handset ringer volume	HANDSET RING VOL to select volume
Set base unit ringer volume	SETUP BASE VOL to select volume

Important

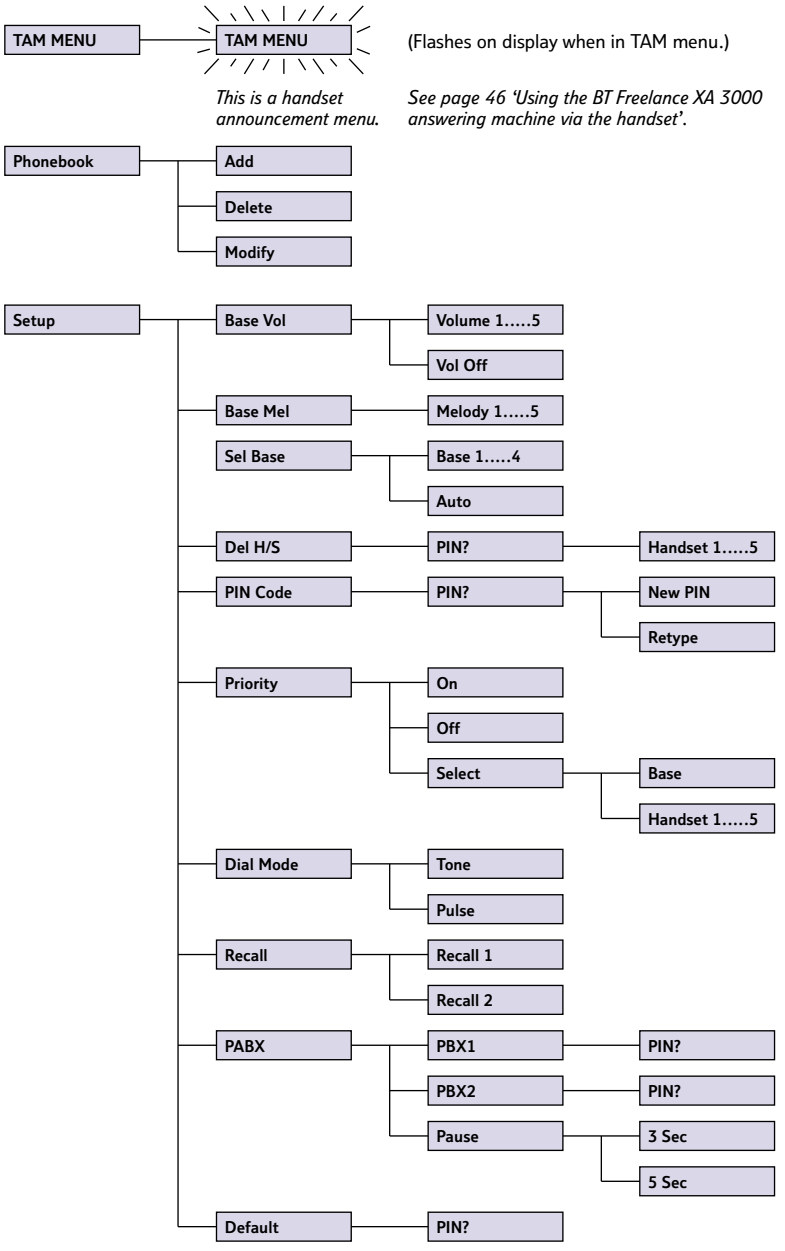
**If the handset is sitting in the base when a call comes in, you can pick it up and answer it automatically without pressing the button.*

Quick Guide

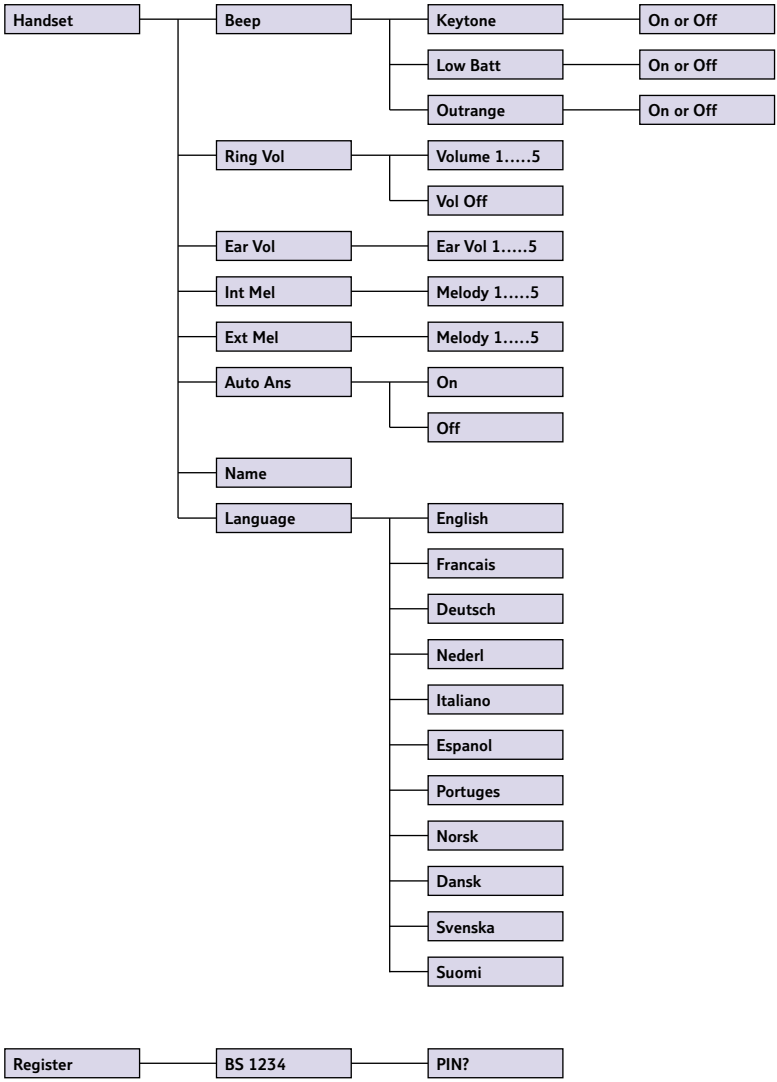
Information for the answering machine settings

Function	Button combination
Switch answering machine ON/OFF from the base	Press and release Ans. On/Off.
Record own Answer and Record outgoing message using the handset	Menu Menu 8 TUV 3 DEF After tone speak message then press #.
Record own Answer Only outgoing message using the handset	Menu Menu 8 TUV 4 GHI After tone speak message then press #.
Set answer mode:	
using the base	Press and hold Ans. On/Off when you hear, *"Please select outgoing message"*, release button. To set Answer and Record, press ◄ Skip. To set Answer Only, press Skip ►.
using the handset	Menu Menu 8 TUV, either 5 JKL for Answer and Record or 6 MNO for Answer Only.
Play new messages:	
using the base	Play
using the handset	Menu Menu 2 ABC.
Record memo message using the handset	Menu Menu 7 PQRS after tone speak memo message then press #.
Adjust base unit loudspeaker volume from the base	To increase +. To decrease −.

Menu Structure



Cont.....



Important. *If you make a mistake you can return to the previous menu heading by pressing the ✘ button. If you press and hold the ✘ button at any time you will return to the standby screen. After 30 seconds if no buttons are pressed the handset will automatically return to the standby screen.*

In this guide

Note

There is a detailed INDEX at the end of this guide, see page 62.

At a glance
- *Handset* 1
- *Base* 2
- *Display icons* 3
- *Quick Guide* 4-5
- *Menu structure* 6-7

Introduction 9
- *Unpacking your BT Freelance XA 3000* 10
- *For your records* 10
- *Safety information* 11

Setting up 12
- *Plan the location* 12

Using the telephone 18
- *Making and receiving calls* 18
- *Call timer* 18
- *Handsfree* 20
- *Redial* 20
- *Secrecy* 21
- *Name and number Phonebook* 21
- *Paging handsets* 24

Handset settings 25

Base settings 28

Caller Display and Call Waiting 31
- *Using Caller Display* 31
- *Calls list* 31
- *Call Waiting* 33

Setting up and personalising your answering machine 35
- *Message display on the base station* 35
- *Answer delay* 36
- *Audible message alert* 37
- *Outgoing messages* 38

Using the BT Freelance XA 3000 answering machine via the base unit 43
- *Call screening* 45

Using the BT Freelance XA 3000 answering machine via the handset 46
- *Memos* 48
- *Call screening/Call intercept* 49

Remote access 50
- *Time saver* 51
- *Operating the answering machine* 51

Using BT Freelance XA 3000 additional handsets and bases 53
- *Internal calls* 55
- *Transferring calls* 55
- *Three-way conversation* 55

Help 57

General information 59
- *Guarantee* 59
- *Technical information* 60
- *Switchboard compatibility* 60
- *Switchboard external line access code* 60
- *Recall* 60

Index 62

Note

In this user guide, we've included helpful tips and useful notes. They are shown in a white box like this.

Introduction

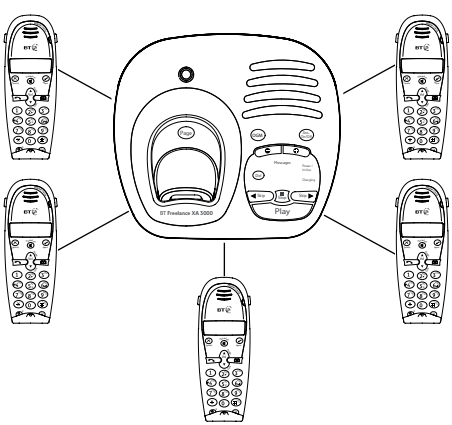
Your BT Freelance XA 3000 has been designed for ease of use and made to the high standards set by BT

Please read the instructions carefully before use and keep this user guide for future reference.

DECT

By purchasing the BT Freelance XA 3000 you now own a product which combines the advantages of cordless operation with the performance of a high
quality corded telephone. It complies with the Digitally Enhanced Cordless Telecommunications (DECT) standard and offers unparalleled quality and features.

You can use up to 5 handsets with your BT Freelance XA 3000 base station without the need for additional wiring.



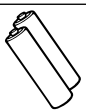
This user guide applies to both single and multiple handset packs. The internal call functions described in this guide apply only to BT Freelance XA 3000 base stations with more than one handset connected.

Important

If you wear a hearing aid, please note that the BT Freelance XA 3000 works by sending radio signals between the base station and the handset. These signals may interfere with some hearing aids, causing a humming noise.

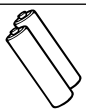
Unpacking your BT Freelance XA3000

If anything is missing, please contact your place of purchase immediately.

One BT Freelance XA 3000 base station	
One BT Freelance XA 3000 handset	
2 x AAA rechargeable batteries (Ni-MH)	
One battery cover	
One power supply for base station (Item code: 005391)	
One telephone line cord	
One belt clip	

In addition:

If you have purchased a BT Freelance XA 3000 multiple pack you will receive the following for each additional handset:

One BT Freelance XA 3000 handset	
One BT Freelance XA 3000 charger	
2 x AAA rechargeable batteries (Ni-MH)	
One battery cover	
One power supply for charger (Item code: 021299)	
One belt clip	

For your records

Date of purchase:
Place of purchase:
Serial number:

For guarantee purposes proof of purchase is required so please keep your receipt.

If you change your PIN, keep a record of the new number here:
(original setting 0000)

See *page 29* for more information.

Safety information

General

Only use the power supply included with the product. Using an unauthorised power supply will invalidate your guarantee and may damage the telephone. The item number for the power supply used with the base station is 005391. The item number for the power supply used with the charger is 021299 (only applicable when you have purchased a BT Freelance XA 3000 multiple pack).

Only use the approved rechargeable batteries supplied. Spare rechargeable batteries are available from the Freelance Helpline **0870 605 8047**.

Do not open the handset or base station. This could expose you to high voltages or other risks. Contact the Helpline for all repairs.

Radio signals transmitted between the handset and base may cause interference to hearing aids.

It is recommended that advice from a qualified expert be sought before using this product in the vicinity of emergency/intensive care medical equipment.

It is recommended that if you have a pacemaker fitted you check with a medical expert before using this product.

Your product may interfere with other electrical equipment, e.g. TV and radio sets, clock/alarms and computers if placed too close. It is recommended that you place your product at least one metre away from such appliances to minimise any risk of interference.

Never dispose of the batteries in a fire. There is a serious risk of explosion and/or the release of highly toxic chemicals.

Cleaning

Simply clean the handset and base station with a damp (not wet) cloth, or an anti-static wipe. Never use household polish as this will damage the product. Never use a dry cloth as this may cause a static shock.

Environmental

Do not expose to direct sunlight.

The product may heat up when the batteries are being recharged. This is normal. However, we recommend that you do not place the product on antique/veneered wood to avoid damage.

Do not stand your product on carpets or other surfaces which generate fibres, or place it in locations preventing the free flow of air over its surfaces.

Do not submerge any part of your product in water and do not use it in damp conditions, such as bathrooms.

Do not expose your product to fire, explosive or other hazardous conditions.

There is a slight chance that your phone could be damaged by an electrical storm. We recommend that you unplug the power and telephone line cord for the duration of the storm.

Setting up

Follow these steps to set up your BT Freelance 3000 ready for use

Plan the location

Position your BT Freelance XA 3000 within 2 metres of a power socket and phone socket otherwise extension cables will be required.

Make sure it is at least 1 metre away from other electrical products to avoid interference.

Do not place your BT Freelance 3000 product in the bathroom or other humid areas.

Note

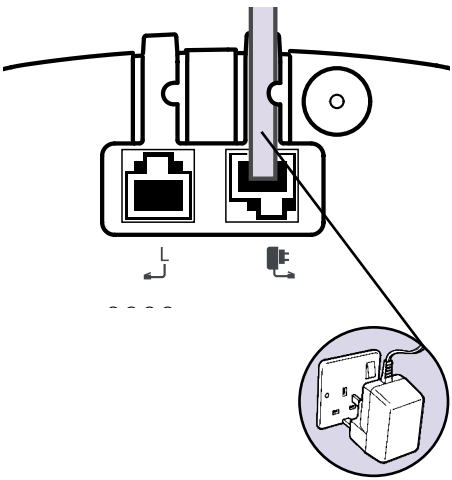
The BT Freelance XA 3000 has a range of 300 metres outdoors when there is a clear line of sight between the base and handset. When there is no clear line of sight between the base and handset, e.g. base indoors and handset either indoors or outdoors, the range could be reduced to 50 metres. Thick stone walls will severely affect the range.

1 Connect the power supply to the base

Plug the power adaptor into the mains power socket and switch on. The green Power/In Use light comes on. Your BT Freelance XA 3000 will announce the default. Settings of the answering machine, *see page 16*, and the message counter will be displayed.

Note

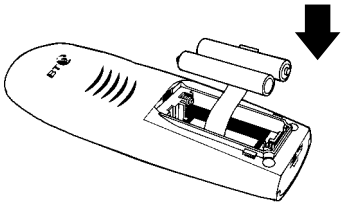
The message counter will flash between 0 and C until the day and time are set, see page 15.



Note

The base station must be plugged into the mains power socket at all times.

2 Install the rechargeable batteries in the handset



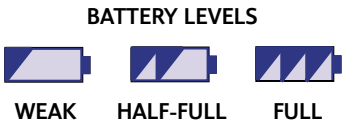
The handset uses two rechargeable Nickel Metal Hydride (Ni-MH) AAA batteries which are supplied. Take care to insert the batteries as shown and then fit the battery cover (the battery cover may be found in the packaging with the batteries).

3 Charge the handset batteries for at least 16 hours

Before you use your BT Freelance XA 3000 for the first time, it is important to have the handset batteries fully charged. The batteries need to charge continuously **for at least 16 hours to reach full charge**.

Place the handset on the base. The red charging light will come on. The handset comes pre-registered to the base station as HANDSET HS1. This is shown on the display. The icon and the battery icon are shown on the display. Once the handset is fully charged, the display shows a full battery symbol.

Please note that the red charging light will remain on even when the batteries are fully charged.



Battery low warning

If the handset battery symbol is empty and flashing, and you hear a warning beep every 10 seconds, you will need to recharge your handset before you can use it.

Note

The symbol on your handset display indicates when you are in range of the base station. If the symbol flashes and you hear a warning beep, you are out of range and will need to move closer to the base station.

Battery performance

Under no circumstances should non-rechargeable batteries be used. Only use the approved batteries, type: rechargeable Nickel Metal Hydride (Ni-MH); size AAA; capacity 550mAh 1.2v. Using unapproved batteries will invalidate your guarantee and may damage the telephone.

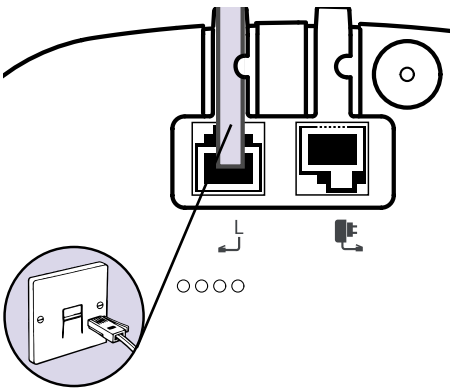
To keep your batteries in the best condition, leave the handset off the base station for a few hours at a time. (after the intial 16 hour charge).

Please note, however, that new Nickel Metal Hydride (Ni-MH) batteries do not reach their full capacity until they have been in normal use for several days.

Fully discharging the batteries at least once a week will help them last as long as possible. However, the charge capacity of rechargeable batteries will reduce with time as they wear out, so reducing the talk/standby time of the handset. Eventually they will need to be replaced. New batteries can be obtained from the BT Freelance Helpline **0870 605 8047**.

Note: *Under ideal conditions, the handset batteries should give about 12 hours talktime or 200 hours standby on a single charge. Optimum times for talk and standby are only achieved when the handset batteries are fully charged.*

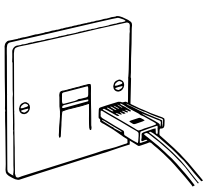
4 Connect the telephone line cord to the BT Freelance XA 3000 base station



5 Connect the telephone line cord

Note

It is recommended that you do not connect the telephone line cord to the phone socket until your handset is fully charged. This will prevent the risk of the batteries discharging during a conversation, which could cause you to lose a call.



6 To set the day and time

The message counter on the base unit will flash between 0 and C until the day and time are set.

The day and time must be set using the BT Freelance XA 3000 handset.

Your BT Freelance XA 3000 automatically adds the day and time to all messages and memos received.

When you first switch the power on, the clock is set to Sunday, 12.01PM. You can change the day and time as required.

Menu

Press the ✓ button *twice* on the BT Freelance 3000 handset.

TAM MENU will flash on the display.

Important

The main menu announcements are automatically announced through the handset earpiece when the ✓ button is pressed twice.

6 MNO

Press the **0** button. The prompt will announce, *"To set day and time press ✶, to hear day and time press #"*.

(Please note that if you press the **#** button this will only allow you to check the day and time.)

✶

Press the ✶ button. The prompt will announce, *"Please enter new day and time after the tone"*.

After the tone enter the day, followed by the time using the 24 hour clock.

1 = Sun, 2 = Mon,
3 = Tues, 4 = Wed,
5 = Thur, 6 = Fri, 7 = Sat.

For example:

1 1415 = Sunday 2.15pm.

Or

5 0915 = Thursday 9.15am.

You will then hear your setting confirmed.

Secrecy

Press the ✘ button *twice* to return the handset to standby.

Note

If the day and time is entered incorrectly, the prompt will announce, "Incorrect, please set again". Enter the correct setting within 15 seconds otherwise the handset will return to standby mode. If the day and time is entered incorrectly three times the handset will return to standby.

Note

If you have any difficulties setting up your BT Freelance XA 3000 please call the Helpline on **0870 605 8047**.

If you wish to register additional handsets, *please see page 53*.

Please see the table below for your BT Freelance XA 3000 default settings.

BT Freelance XA 3000 Default Settings Table

Feature	Default Setting
Day/Time Stamp	Sunday 12:01 pm
Answer Delay	Your answering machine will answer after 6 rings
Audible Message Alert Tone	OFF
Outgoing Message	Answer and Record *"Hello your call cannot be taken at the moment so please leave your message after the tone."*
Answer Mode	ON
Base ringer level	High
Base loudspeaker volume	Level 5
PIN code	0000
Dialling mode	Tone

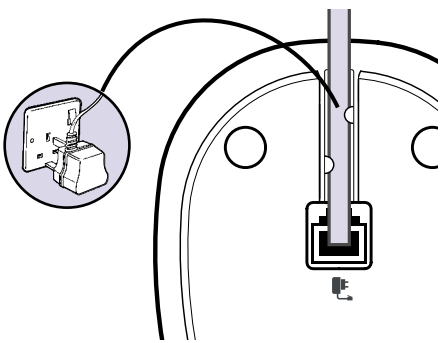
If you wish to personalise your answering machine settings, for example record your own outgoing message etc, please see "*Setting up and personalising your answering machine*" beginning on *page 35*.

The answering machine will now be switched ON and set to its default settings so your BT Freelance XA 3000 is now ready for use.

Additionally, if you have purchased a BT Freelance XA 3000 multiple pack you will need to do the following for each additional handset:

1. Connect the power supply to the charger (item code 021299).

Plug the power adaptor into the mains power socket on the underside of the charger.



Plug the adaptor into the mains power supply and switch on.

Note

The charger must be plugged into the mains power socket at all times.

2. Install the rechargeable batteries in the handset.

3. Charge the handset batteries for at least 16 hours.

Your BT Freelance XA 3000 additional handset(s) comes pre-registered to the main base station as HANDSET HS2 (HS3, HS4, HS5). This will be shown on the display.

Your Freelance XA 3000 Twin is now ready for use.

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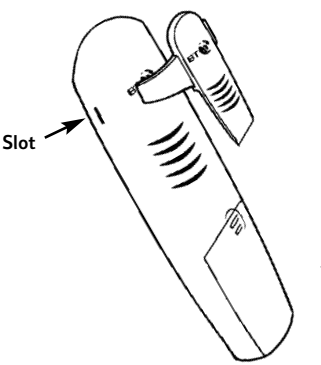
7 Attach the belt clip (optional)

Fit the belt clip onto the back of the handset if required.



Using the telephone

Note

To exit and return to the previous menu at any time, press the Secrecy button. If you press and hold the Secrecy button you will return to the standby screen.

To switch the handset on and off

Press *and hold* the **POWER** button to switch the handset off.

To switch the handset on, press *and release* ANY button.

Making and receiving calls

To make an external call

Press the **TALK** button. You will hear the dial tone and the display will show the EXT symbol.

Enter the number you want. The number is dialled automatically.

Preparatory dialling

Preparatory dialling allows you to enter the number before pressing the **TALK** button. This enables you to correct any mistakes before you actually make the call.

Enter the number to be dialled.

The number is shown in the display.

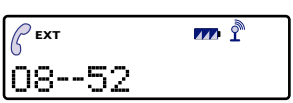
(If you make a mistake, press the ✘ button to delete the incorrect digit).

When you have entered the number correctly, press the **TALK** button to dial the number.

Call timer

Your handset will automatically time the duration of all external calls.

The handset display shows the call duration both during your call and for a few seconds after it is complete.



To end a call

Press the **TALK** button.

Or

Place the handset back on the base.

To receive a call

When the phone rings the display will show CALL and the EXT symbol will flash.

If you have subscribed to a Caller Display Service, the number (and name if stored in the Phonebook) will be displayed.

Press the **TALK** button.

Or

If the handset is on the base, simply lift it up and speak.

Note

You can switch the Auto-Talk feature on or off. Please see page 26.

To adjust the speech volume during a call

During a call:

You can adjust the earpiece volume. There are 5 levels to choose from.

Press the **UP** or **DOWN** button until you reach the required level. This will be shown on the display.
eg: EAR VOL 3.

In standby mode:

Press the ✓ button.

Press the **DOWN** button until HANDSET is displayed.

Press the ✓ button.

Press the **DOWN** button until EAR VOL is displayed.

Press the ✓ button.

Press the **UP** or **DOWN** button until you reach the required level.

Press the ✓ button to confirm the selected level.

Press *and hold* the ✘ button to return to the standby screen.

Handsfree

Handsfree allows you to talk to your caller without holding the handset and enables other people in the room to listen to your conversation.

To make a handsfree call

Dial the number.

Press the **HANDSFREE** button.

The display will show the icon to indicate handsfree is active. You will hear the number being dialled out.

To switch back to using the handset at any time, press the **HANDSFREE** button.

To end the call, press the **TALK** button.

To adjust the handsfree volume

Whilst in handsfree mode you can increase or decrease the handsfree volume. There are 5 volume levels to choose from.

Press the **UP** or **DOWN** button to adjust the volume.

The volume will be adjusted accordingly.

To answer a call in handsfree

When the phone rings:

Press the **HANDSFREE** button. The call is transferred to the loudspeaker.

To switch to handsfree during a call

During a call you can switch to handsfree mode.

Press the **HANDSFREE** button. The call is transferred to the loudspeaker.

Press the **HANDSFREE** button to switch back to using the handset.

Redial

You can redial up to 5 of the last numbers called. They are stored in the redial list. If you have stored a name to go with a number in the Phonebook, the name will be displayed instead. *See "Name and number Phonebook", page 21.*

Dial from the redial list

Press the **UP** button to enter the redial list.

Continue pressing the **UP** button to view the next number in order of most recent first.

Press the **TALK** button when the number (or name) you want to call is displayed. The number is dialled automatically.

Secrecy

When on a call you can talk to someone in the same room, without your caller hearing.

To switch secrecy on / off

During a call, press the ✘ button. The display will show MUTE. Your caller cannot hear you.

Press the ✘ button again to resume your call.

Name and number Phonebook

You can store up to 50 of your most frequently used names and numbers in the Phonebook. Stored numbers can be no longer than 20 digits and a maximum of 8 characters can be stored.

To store a name and number in the Phonebook

Press the ✔ button to enter the menu.

Press the **DOWN** button.

The display will show PHONEBK, press the ✔ button.

The display will show LIST, press the ✔ button.

Press the **DOWN** button to scroll to ADD, press the ✔ button

The display shows NAME?

Enter the name using the letters on the keypad. Names can be no longer than 8 characters.

Entering names:

Use the keypad letters to enter names, e.g. if you wish to store the name TOM:

To enter the letter T, press the **8** button once.

To enter O, press the **6** button *three times* and wait for the cursor to move across.

To enter M, press the **6** button once.

If you enter a digit incorrectly, press the ✘ button to delete it.

Press ✔ to confirm the name. You will hear a confirmation beep.

The display shows NUMBER?

Enter the telephone number you want to store.

Press the ✔ button. You will hear a confirmation beep.

Alternatively, press the ✔ button to continue storing entries in the Phonebook.

Press *and hold* the ✘ button to return to the standby screen.

Note

Press the **1** *button once to insert a space, press twice for a - (hyphen), press 3 times for the number 1.*

Note

If you subscribe to a Caller Display Service (see page 31) and want Phonebook names to be displayed when a call is received from one of your Phonebook numbers, you must ensure that you always enter the full telephone number, including the national code.

To enter a pause in a stored number

You may want to enter a pause when storing international numbers, charge card numbers or if you connect your telephone to a switchboard. (For more information on switchboard use *see page 60*.)

When storing the number, press *and hold* the **UP** button, until a P is displayed, at the point where you want to enter the pause.

You may enter as many pauses as required.

To view/dial entries in the Phonebook

Press the ✔ buton to enter the menu.

The display will show PHONEBK, press the ✔ button.

The display will show LIST.

Use the **UP** or **DOWN** button to scroll through.

Or

Press the **PHONEBOOK** button to enter the Phonebook.

Use the **UP** or **DOWN** button to scroll through.

Or

Enter the first letter of the name you want, e.g. for Tom, press the **8** button to search for names beginning with T.

Press the **TALK** button to dial the number of the name displayed. The number is dialled automatically.

Note

You can scroll in either direction to search through the list.

To edit an entry in the Phonebook

Press the ✔ button to enter the menu.

Press the **DOWN** button.

The display will show PHONEBK, press the ✔ button.

Use the **DOWN** button to scroll to MODIFY and press the ✔ button.

Use the **UP** or **DOWN** button to find the name you want to edit.

Press the ✔ button.

Use the ✘ button to delete unwanted letters. You can enter new letters as shown in '*Entering names*' on *page 21*.

Press ✔ to store the new name. You will hear a confirmation beep.

The number will be displayed. Use the ✘ button to delete unwanted digits and re-enter the correct ones.

Press the ✔ button to store the new number. You will hear a confirmation beep.

Press *and hold* the ✘ button to return to the standby screen.

To delete a Phonebook entry

Press the ✔ button to enter the menu.

Press the **DOWN** button.

The display will show PHONEBK, press the ✔ button.

Use the **DOWN** button to scroll to DELETE and press the ✔ button.

Use the **UP** and **DOWN** buttons to scroll through to the entry you want to delete.

When you have found the name to delete, press the ✔ button.

The number will be displayed, press the ✔ button.

The display will show CONFIRM?, press the ✔ button.

You will hear a confirmation beep. The number is now deleted.

Press *and hold* the ✘ button to return to the standby screen.

Paging handsets

You can page your handset(s) from the base station to alert a handset user that they are wanted or to locate a missing handset.

Note

Paging calls cannot be answered by a handset.

To page a handset from the base

Page

Press the **PAGE** button on the base.

The handset(s) will ring. The display will show INT ○○○○ flashing.

Page

To stop paging, press the **PAGE** button again.

Or

To stop paging, press any button on the handset.

Handset settings

To switch keypad beeps on and off

Press the ✓ button to enter the menu.

Use the **DOWN** button to scroll to HANDSET and press the ✓ button.

The display will show BEEP, press the ✓ button.

The display will show KEYTONE, press the ✓ button.

Use the **UP** or **DOWN** button to select either ON or OFF.

Press the ✓ button. You will hear a confirmation beep.

Press *and hold* the ✘ button to return to the standby screen.

Important

Press and hold the ✘ button at any time to exit the menu and return to the standby screen.

To adjust the handset ringer volume

There are 5 levels to choose from (**1-5**), or you can turn the ringer off altogether.

Press the ✓ button to enter the menu.

Use the **DOWN** button to scroll to HANDSET and press the ✓ button.

Use the **DOWN** button to scroll to RING VOL and press the ✓ button.

You will hear the current volume setting and it will be shown on the display.

Use the **UP** or **DOWN** button to select the required volume (VOLUME 1-5 or VOL OFF). You will hear a sample ring.

Press the ✓ button to confirm the new setting. You will hear a confirmation tone.

Press *and hold* the ✘ button to return to the standby screen.

To set the external or internal ringer melody

There are 5 melodies to choose from and you have the option to choose a different melody for external and internal calls. (Internal calls for when you have more than one handset).

Press the ✓ button to enter the menu.

Use the **DOWN** button to scroll to HANDSET and press the ✓ button.

Use the **DOWN** button to scroll to either INT MEL or EXT MEL.

Press the ✓ button.

You will hear the current melody setting and it will be shown on the display. e.g. MELODY 4.

Use the **UP** or **DOWN** button to select the required melody. You will hear a sample melody.

Press the ✓ button to confirm the new melody. You will hear a confirmation tone.

Press *and hold* the ✘ button to return to the standby screen.

To switch auto-talk on/off

When the handset is on the base or the charging unit you can answer the call by picking it up from the base. This will automatically answer the call without having to press the **TALK** button.

Press the ✓ button.

Use the **DOWN** button to scroll to HANDSET and press the ✓ button.

Use the **DOWN** button to scroll to AUTO ANS.

Press the ✓ button.

Use the **UP** or **DOWN** button to turn AUTO-TALK ON or OFF.

Press the ✓ button to confirm.

Press *and hold* the ✘ button to return to the standby screen.

To name a handset

The handset name is pre-set as HANDSET, however, you can personalise each handset by giving it a name. A maximum of 8 characters can be stored.

Press the ✓ button to enter the menu.

Use the **DOWN** button to scroll to HANDSET and press the ✓ button.

Use the **DOWN** button to scroll to NAME and press the ✓ button.

Press the ✘ button to delete the name already set.

Enter the name you want using the keypad and press the ✓ button, correct any mistakes by pressing the ✘ button.

You will hear a confirmation beep.

Press *and hold* the ✘ button to return to the standby screen.

To set the handset language

If you wish, you can change the language used on the handset display. You can choose from English, Francais, Deutsch, Nederl, Italiano, Espanol, Portuges, Norsk, Dansk, Svenska and Suomi.

Press the ✓ button to enter the menu.

Use the **DOWN** button to scroll to HANDSET and press the ✓ button.

Use the **DOWN** button to scroll to LANGUAGE and press the ✓ button.

Use the **UP** or **DOWN** button to scroll through the language options.

Press the ✓ button to confirm your choice. You will hear a confirmation beep.

Press *and hold* the ✘ button to return to the standby screen.

Note

To default back to the English language follow:

Press the **MENU** button.

Press the **DOWN** button *three times.*

Press the **MENU** button.

Press the **DOWN** button *seven times.*

Press the **MENU** button.

Press the **UP** or **DOWN** button until ENGLISH is displayed.

Press the **MENU** button *once.*

Base settings

To adjust the base ringer volume

There are 5 levels to choose from (**1-5**), or you can turn the ringer off altogether.

Press the ✓ button to enter the menu.

Use the **DOWN** button to scroll to SETUP and press the ✓ button.

The display will show BASE VOL. Press the ✓ button.

Use the **UP** or **DOWN** button to select the required volume (VOLUME 1-5 or VOL OFF). You will hear a sample ring.

Press the ✓ button to confirm the new setting. You will hear a confirmation beep.

Press *and hold* the ✘ button to return to the standby screen.

To adjust the base ringer melody

There are 5 melodies to choose from (**1-5**)

Press the ✓ button to enter the menu.

Use the **DOWN** button to scroll to SETUP and press the ✓ button.

Use the **DOWN** button to scroll to BASE MEL and press the ✓ button.

Use the **UP** or **DOWN** button to select the required melody (MELODY 1-5). You will hear a sample melody.

Press the ✓ button to confirm the new setting. You will hear a confirmation beep.

Press *and hold* the ✘ button to return to the standby screen.

To select a base station

If a handset is registered to more than one base station, you can select which base your handset will use.

For more information on registering your handset to another base, *see page 53*.

Press the ✓ button to enter the menu.

Use the **DOWN** button to scroll to SETUP and press the ✓ button.

Use the **DOWN** button to scroll to SEL BASE and press the ✓ button.

Use the **UP** or **DOWN** button to select the base you want (BASE 1-4).

Press the ✓ button. You will hear a confirmation beep.

Press *and hold* the ✘ button to return to the standby screen.

To change the base station PIN code

If you change the base station PIN, keep a record of the new number by writing it in the space provided on *page 10*. You will need to use your base station PIN for registering handsets and for some other optional settings.

Press the ✓ button to enter the menu.

Use the **DOWN** button to scroll to SETUP and press the ✓ button.

Use the **DOWN** button to scroll to PIN CODE and press the ✓ button.

The display will show PIN?

Enter your 4-digit PIN (original setting 0000).

Press the ✓ button.

The display will show NEW PIN.

Enter your new 4-digit PIN.

Press the ✓ button.

The display will show RETYPE.

Re-enter your new 4-digit PIN.

Press the ✓ button. You will hear a confirmation beep.

Press *and hold* the ✘ button to return to the standby screen.

To default/reset the handset and base to their original/default factory settings

Please note that if you reset your BT Freelance XA 3000 the Phonebook, Redial and Calls list will be deleted.

Press the ✓ button to enter the menu.

Use the **DOWN** button to scroll to SETUP and press the ✓ button.

Use the **DOWN** button to scroll to DEFAULT and press the ✓ button.

The display will show PIN?

Enter the base PIN (original setting 0000)

Press the ✓ button.

You will hear a confirmation tone at the base and handset. The handset display will flash BASE 1 and then HANDSET HS1.

Your BT Freelance XA 3000 is now reset to the factory settings.

The default settings are:

Earpiece volume	3
Handset & Base ringer volume	5
Handset & Base melody	1
PIN code	0000
Handset name	HANDSET
Handset language	ENGLISH
Button beeps	ON
Battery low indicator beeps	ON
Out of range warning beeps	ON
Auto answer	ON
Dialling mode	DTMF
Pause after picking up line / dial-out code	3 seconds
Phonebook	Empty
Redial list	Empty
Calls list	Empty

Caller Display and Call Waiting

Important

To use Caller Display or Call Waiting you must first subscribe to your network provider's Caller Display or Call Waiting Service. A quarterly fee is payable.

For more information on BT's Calling Features, call BT free on **0800 800 150**.

Using Caller Display

If you subscribe to a Caller Display Service you can see your caller's number (provided it is not withheld) on your handset display, as well as the time and date of their call. If you have your caller's name and number stored in your handset Phonebook, you will see the name of your caller displayed instead of the number.

Please ensure that you have stored the full telephone number, including the area code, otherwise the name will not match the number stored in the Phonebook.

Whether you take a call or not, the caller's details are stored in the Calls list. You can display, scroll through and dial numbers on the list and copy them into the Phonebook.

Caller information not available

With some incoming calls the telephone number of the caller is not available and cannot therefore be displayed.

In this case, your BT Freelance XA 3000 provides you with some explanatory information about the type of call received. This will be one of the following.

UNAVAILA
The number is unavailable.

WITHHELD
The caller has withheld their number.

RINGBACK
Ringback call.

OPERATOR
The call has been made via the operator.

PAYPHONE
The caller is ringing from a payphone.

INTERNAT
International call.

Calls list

The Calls list contains the telephone numbers of your last 20 callers.

New calls in the Calls list are indicated by the flashing ✉ symbol on the display.

If a call is received when the Calls list is full then the oldest entry will be deleted automatically.

To enter and view the Calls list

Press the **DOWN** button to enter the Calls list. The ✉ symbol is displayed.

Use the **UP** or **DOWN** button to scroll backwards and forwards through the Calls list.

If the 'name' of your caller has been stored in the Phonebook, this will be displayed. Press the ✓ button and the number will be displayed.

Press the ✓ button and the time and date of the call will be displayed.

Keep pressing the ✘ button to return to the Calls list entry.

Note

Press and hold the ✘ button to return to the standby screen.

To dial a number from the Calls list

Press the **DOWN** button to enter the Calls list.

Use the **UP** or **DOWN** button to scroll to the number you want to dial.

Press the **TALK** button. The number will be dialled automatically.

To store a number from the Calls list into the Phonebook

Press the **DOWN** button to enter the Calls list.

Use the **UP** or **DOWN** button to scroll to the number you want to store in the Phonebook.

Press the ✓ button.

The display shows the date and time of the call.

Press the ✓ button again, the display shows ADD.

Press the ✓ button, the display shows NAME?.

Press keypad buttons to enter name as described before under the *"Entering names"* section.

Note

You can enter names up to 8 characters long. If necessary, you can edit the entry, when the entry is correct, press the ✓ button. The number is now stored in the Phonebook.

Press the ✓ button.

The name and number are now stored in the Phonebook.

Important

Once stored in the Phonebook the number will be deleted from the Calls list.

To delete a number from the Calls list

Press the **DOWN** button to enter the Calls list.

Use the **UP** or **DOWN** button to scroll to the number you want to delete.

Press the ✓ button *twice*, ADD will be displayed.

Use the **UP** or **DOWN** button to scroll to DELETE? and press the ✓ button.

The number is deleted from the Calls list.

To delete all numbers from the Calls list

Press the **DOWN** button to enter the Calls list.

Press the ✘ button. The display will show DEL ALL.

Press the ✓ button. The display will show EMPTY for 2 seconds.

*Call Waiting

If an incoming call arrives while you are already engaged on a telephone call, you will hear a soft beep every 5 seconds (this beep is not audible to the person you are speaking to). The second caller's number (and name if stored in the directory) will appear on the handset display.

Instead of the engaged tone, the second caller will hear an announcement to hold on as you are aware that there is a second call.

*You must subscribe to your network provider's Call Waiting Service before this feature will work. A quarterly fee is payable.

To accept a Call Waiting call

If you hear the tone that tells you there is another caller, whilst you are on a call:

Press the **Recall** button. The first caller will be put on hold and you can now speak to your second caller.

To return to the first caller press the **Recall** button again.

Note

You can switch back and forth between the two calls without disconnecting either if you wish.

If you wish to disconnect the first call press the **TALK** button after speaking to the first caller.

The handset will then ring. Press the **TALK** button again and continue with the second caller.

Note

The second caller will only be charged for their call from the moment you answer and not while they are waiting for your initial contact.

Setting up and personalising your answering machine

Your BT Freelance XA 3000 can digitally record up to 12 minutes of messages, with each message lasting a maximum of 3 minutes. As well as recording incoming messages, you can record memos for other users.

You can operate your BT Freelance XA 3000 *from:*

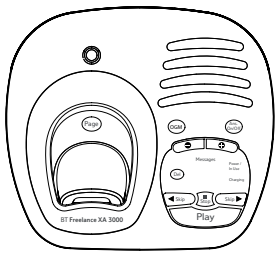
- The base unit.
- The handset.
- Remotely from any external *Touchtone*™ telephone.

Your BT Freelance XA 3000 comes with two pre-recorded outgoing messages, **Answer and Record** or **Answer Only**, but if you wish you can record your own.

You will need to set the day and time (if you have not already done so) so that you will know when each message was received, *see page 15*.

Message display on the base station

The table opposite provides an explanation of what is shown on the base station display.



DISPLAY	DEFINITION
(Blank)	Power off.
C-0 **(flashing)**	Day/Time needs to be set.
0-9	Answer-on mode, 0-9 messages.
9 **(flashing)**	10-59 messages. Indicating more than 9 messages stored.
— **Alternating with** 0-9	Power on, but set to answer off mode. The display flashes between a dash and the number of messages saved in the memory.
A **(flashing)**	Handset menu and Remote access in progress.
E **(flashing)**	Error.
F **(flashing)**	Memory full.
P **(flashing)**	Message paused.
P-1: **Alternating between** P & 1	When selecting or playing **Answer & Record** outgoing message.
P-2: **Alternating between** P & 2	When selecting or playing **Answer Only** outgoing message.
r **(flashing)**	Message recording (memo, outgoing message or incoming message).
t or 2 to 9	Setting or reading answer delay.
8-0	Counting down.

To switch the answering machine ON/OFF

Your BT Freelance XA 3000 is set to ON and Answer and Record when first powered up.

Press and release the **ANSWER ON/OFF** button to switch ON or OFF.

If you hear "*Answer on, your outgoing message is....*" the answering machine is switched on and is ready to answer incoming calls and record any messages, unless Answer Only is selected.

Answer Only is an advisory announcement only, so that the machine will not record an incoming message.

See *page 38* for a full explanation of the outgoing messages available.

The display on the base unit shows the number of messages stored in the memory.

If you hear "*Answer off*" the answering machine is switched off.

The display on the base unit will flash between a dash and the number of messages saved in the memory.

To adjust the base unit loudspeaker volume

The loudspeaker volume ranges from 0-9 plus H, where 0 is Off and H is the maximum level. The default level is 5.

Press **Vol +** on the base to increase the volume.

Press **Vol –** on the base to decrease the volume.

If you adjust the volume when the answering machine is not being used, a beep sounds at each press. When the volume reaches its highest or lowest levels two beeps will sound.

Answer delay

Answer delay sets the number of times your BT Freelance XA 3000 will ring before the answer machine picks up your call and starts playing the outgoing message. The default setting is for the answering machine to answer after 6 rings. You can change this setting to between 2-9 rings.

To change the answer delay setting

Press *and hold* the **SKIP►** button on the base unit until the current setting is announced, then release.

Press *and release* the **SKIP►** button to move through the settings, with each press the options will be announced and will also be shown on the base unit display, i.e 8, 9, Time Saver, 2, 3, 4, 5, 6, 7.

When you hear the setting you want, do not press the **SKIP►** button again. After a short delay your chosen setting will be announced.

To check the answer delay setting at the base station

Press *and release* the **SKIP►** button.

The current setting will be announced and also shown on the base unit display.

Audible Message alert

When audible message is switched ON and new messages have been received, your BT Freelance XA 3000 will beep every 10 seconds. The volume of the beep is at the volume you have set for the loudspeaker. The default setting is OFF.

To switch audible message alert ON or OFF

Press *and hold* the **◄SKIP** button on the base unit to change the setting.

The prompt will announce "*Message alert on/off*" as appropriate.

Outgoing messages

The outgoing message is the message a caller first hears when the answering machine picks up their call. Your BT Freelance XA 3000 comes with 2 pre-recorded outgoing messages to choose from as follows:

Answer and Record

Your BT Freelance XA 3000 has a pre-set Answer and Record outgoing message that allows your caller to leave a message.

"*Hello, your call cannot be taken at the moment, so please leave your message after the tone*".

However, you can record your own Answer and Record outgoing message if you wish, *see* '*To record your own Answer and Record outgoing message*', *opposite*.

Answer Only

Your BT Freelance XA 3000 will play a pre-recorded Answer Only outgoing message but will **not allow your caller to leave a message**.

"*Hello, your call cannot be taken at the moment and you cannot leave a message, so please call later*".

You can also record your own Answer Only outgoing message if you wish, *see* '*To record your own Answer Only outgoing message*', *page 39*.

Note

You can only record your own outgoing messages via the handset.

To record your own Answer and Record outgoing message

You can record your own **Answer and Record** outgoing message to use instead of the pre-recorded message already available. Your outgoing message can be up to 3 minutes long. Your own outgoing message will replace the Answer and Record pre-recorded outgoing message, but it is possible to reinstate it later if you wish *(see page 41)*.

Pick up the handset.

Menu

Press the ✓ button *twice*. You will hear the main menu announcement from the handset earpiece.

8 TUV

Press the **8** button for the outgoing message menu.

3 DEF

To record your own **Answer and Record** outgoing message, press the **3** button. The prompt will announce, "*Please speak after the tone. To end recording, press* **#**".

After the tone, speak your outgoing message into the handset. Press **#** when you have finished. You will hear a long beep.

Note

Throughout recording r will flash on the base unit display.

The prompt will announce, *"Your outgoing message is"* and then play your message. The display will flash ⊨ and after playing your message you will hear the menu once more.

Press *and hold* the **✘** button to return the handset to standby.

To record your own Answer Only outgoing message

Note

*When recording your own **Answer Only** outgoing message, please remember not to invite your caller to leave a message as the **Answer Only** mode will not record incoming messages.*

You can record your own **Answer Only** outgoing message to use instead of the pre-recorded message already available. Your outgoing message can be up to a maximum recording capacity (12 minutes), but you should try to keep it short to allow time for recording memos, or incoming messages *when* using the alternative **Answer and Record** outgoing message. Your own outgoing message will replace the **Answer Only** pre-recorded outgoing message, but it is possible to reinstate it later if you wish *(see page 41)*.

Pick up the handset.

Press the ✔ button *twice*. You will hear the main menu announcement from the handset earpiece.

Press the **8** button for the outgoing message menu.

To record your own **Answer Only** message, press the **4** button. The prompt will announce, *"Please speak after the tone. To end recording, press **#**"*.

After the tone, speak your outgoing message into the handset. Press **#** when you have finished. You will hear a long beep.

The prompt will announce, "*Your outgoing message is*" and then play your message. The display will flash ⊏ and after playing your message you will hear the menu once more.

Press *and hold* the ✘ button to return the handset to standby.

To check or play your outgoing message via the base unit

You can check and play back your current outgoing message at any time via your Freelance 3000 base unit.

Press the **ANSWER ON/OFF** button.

The prompt will announce either:

- "*Answer on, your outgoing message is...*" and play your currently selected outgoing message.

Or

- "*Answer off*". If prompt is "Answer off", press the **ANSWER ON/OFF** button again and the prompt will announce the current outgoing message.

To check or play your outgoing message via the handset

Pick up the handset.

Press the ✔ button *twice* to enter the answering machine menu.

Press the **8** button. The prompt will announce, "*To play outgoing message, press 2*".

Press the **2** button. Your currently selected outgoing message will be played.

Press *and hold* the ✘ button to return the handset to standby.

To select your outgoing messages via the base unit

Press and hold the **ANSWER ON/OFF** button until you hear, "*Please select outgoing message*", then release the button.

Either

To set **Answer and Record**, press *and release* the **◄Skip** button. ⊏1 will be displayed and will flash consecutively.

Or

To set **Answer Only**, press and release the **SKIP▶** button P/2 will be displayed and will flash consecutively.

Your chosen setting will be announced over the base speaker.

To select your Answer and Record outgoing message via the handset

Press the ✔ button *twice*.

Press the **8** button.

To select **Answer and Record** outgoing message, press the **5** button.

The prompt will announce, *"Your outgoing message is ....."* *followed by .....*

Press *and hold* the ✘ button to return the handset to standby.

To select your Answer Only outgoing message via the handset

Press the ✔ button *twice*.

Press the **8** button.

To select **Answer Only** outgoing message, press the **6** button.

The prompt will announce, *"Your outgoing message is ....."* *followed by .....*

Press *and hold* the ✘ button to return the handset to standby.

To delete your own outgoing message and re-instate the pre-recorded outgoing message via the base unit

You can delete your personalised outgoing message and return to your BT Freelance XA 3000's pre-recorded outgoing message.

First select the outgoing message that you want to delete.

Whilst your outgoing message is playing press the **DELETE** button on the base unit.

The message will stop playing and you will hear a short beep, then the default pre-recorded outgoing message will be played.

To delete your own outgoing message and re-instate the pre-recorded outgoing message via the handset

Pick up the handset.

Press the ✓ button *twice*.

Press the **8** button.

The prompt will announce, "*To play outgoing message, press 2*".

Press the **2** button.

The selected outgoing message that you wish to replace will be played.

Press the **5** button to delete it.

Whilst your outgoing message is being played you will hear a confirmation beep, followed by the voice prompt announcing the default pre-recorded outgoing message.

Press *and hold* the ✘ button to return the handset to standby.

Using the BT Freelance XA 3000 answering machine via the base unit

To playback messages

Play

Press the **PLAY** button.

The prompt will announce, "*You have (n) messages*".

Your message(s) will be played back, starting with the first message received.

At the start of each message, the number of the message is announced. The message number will also be shown on the base unit display.

Note

Press the **STOP** *button at any time during playback to stop messages playing.*

To pause a message during playback

Play

While listening to the message, press the **PLAY** button.

The message will be paused. You will hear a beep every 10 seconds and the message display will show P.

Play

Press the **PLAY** button again to resume playback.

To skip forward and backward through messages (including fast playback)

During playback:

Press the **SKIP►** button to skip forwards to the next message.

If you press and hold the **SKIP►** button the current message will be played at 1½ times the speed (fast playback).

Press the **◄Skip** button to return to the start of the current message. Press again to return to the start of the previous message.

To delete an individual message

Press the red **DELETE** button on the base unit during message playback.

The prompt will announce, *"Message deleted"*.

The message is not deleted yet, but at the end of playback when there is an 8 second countdown followed by a confirmation tone. Let the countdown reach 0 and all the selected messages are deleted and the remaining messages are saved.

To delete all messages

When all messages have been played the prompt will announce, *"End of messages. To delete all messages, press delete"*. The display counts down from 8-0.

During the countdown press the red **DELETE** button and the prompt will announce, *"All messages deleted"*. At the end of the countdown there will be a confirmation tone.

To cancel deletion

Individual or all.

Press the **STOP** button during the 8-0 countdown. All messages will be saved including any marked for deletion.

Call screening

You can let your answering machine pick up a call, even if you are in. This allows you to identify the caller and decide whether to take the call.

Make sure the volume on the base unit is set to an audible level, *see page 36*. Allow the incoming call to be answered by your BT Freelance XA 3000 answering machine as normal. You will hear the caller begin to leave a message.

To screen a call from the base unit

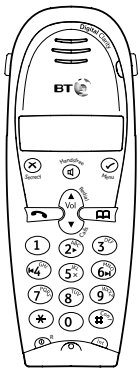
While listening to your caller leaving a message, via the base unit loudspeaker, you can decide to take the call by pressing the **TALK** button on the handset.

Or

If the handset is resting on the base unit and you decide to take the call, lift the handset and speak to the caller.

Recording will stop automatically.

Using the BT Freelance XA 3000 answering machine via the handset



You can use your BT Freelance XA 3000 for a variety of functions: to listen to your messages; delete, skip forward or backward; record a memo or new outgoing message, and to screen incoming calls.

Note

If you try to access the answering machine via the handset when the base unit is in use the handset display will flash TAM BUSY.

Accessing your messages from the handset

Use the table on the next page for instructions on which buttons to press to access the answering machine from the handset.

Menu

Press the ✓ button *twice*. The handset will beep and announce the main menu options.

The display will flash TAM MENU and the handset will beep.

2 ABC	To play **all** messages
3 DEF	To play **new** messages
4 GHI	To skip back during messages
5 JKL	To delete messages, memo, outgoing message
6 MNO	To skip forward during messages
7 PQRS	To record a new memo
8 TUV	To hear outgoing message menu
2 ABC	To play Outgoing Message, Press 2
3 DEF	To record **Answer and Record** Outgoing Message, Press 3
4 GHI	To record **Answer Only** Outgoing Message, Press 4
5 JKL	To select **Answer and Record** Outgoing Message, Press 5
6 MNO	To select **Answer Only** Outgoing Message, Press 6
8 TUV	To hear the Outgoing Message Menu again, Press 8
1	To hear Main Menu again, Press 1
9 WXYZ	To set a new security code *(Please see Remote access, page 50)*
0	To set day and time
1	To hear main menu.

To playback messages

Pick up the handset.

Menu

Press the ✔ button *twice*. You will hear the main menu announcement from the handset earpiece.

2 ABC

Press the **2** button to play all messages.

The prompt will announce, *"You have (n) messages"*.

Your message(s) will be played back, starting with the first message received.

At the start of each message, the number of the message is announced. The message number will also be shown on the base unit display.

Secret

Press *and hold* the ✘ button to return the handset to standby.

To play new messages

Pick up the handset.

Menu

Press the ✔ button *twice*. You will hear the main menu announcement from the handset earpiece.

3 DEF

Press the **3** button to play all new messages.

The prompt will announce, "*You have (n) new messages*".

Your new message(s) will be played back, starting with the first message received.

Press *and hold* the ✘ button to return the handset to standby.

To skip back during message playback

Press the **4** button during message playback to skip back to the start of the current message. Press again to return to the start of the previous messages.

To skip forward during message playback

Press the **6** button during message playback to skip forward to the next message.

To delete individual messages during playback

Press the **5** button during message playback to delete an individual message.

The prompt will announce, "*Message deleted*".

To delete all messages

When all messages have been played the prompt will announce, "*End of messages. To delete all messages, press 5*".

Press the **5** button.

The prompt will announce, "*All messages deleted*".

This is a useful timesaving feature to delete all messages, once you have listened to them, and avoids having to delete each one individually during playback.

Memos

A personal memo can be recorded on your BT Freelance XA 3000 and left as a message for another user. Memos can be of any length, up to the maximum recording capacity (12 minutes), but you should try to keep them short to allow time for recording incoming messages.

Note

You cannot record a memo using the base unit.

To record a new memo

Press the ✓ button on the handset *twice*.

Press the **7** button. The prompt will announce, "*Please speak after the tone. To end recording press* **#**".

Speak your memo into the handset.

The display will show r flashing.

Press the **#** button to end recording.

Your memo is now stored and can be played back later. Memos are stored in the same way as incoming messages, and the message counter on the base unit will increase by 1.

Press *and hold* the ✘ button to return the handset to standby.

Call screening/Call intercept

You can let your answering machine pick up a call, even if you are in. This allows you to identify the caller and decide whether to take the call.

Make sure the volume is set to an audible level, *see page 36*. Allow the incoming call to be answered by your BT Freelance XA 3000 answering machine as normal. You will hear the caller begin to leave a message.

To screen a call via the handset (when the handset is off the base unit)

When your BT Freelance XA 3000 starts to record an incoming message, the IN USE light will flash. The display will show SCREEN?

Press the ✓ button.

You can hear the caller on the handset.

Or

To interrupt recording and talk to your caller, press the **TALK** button.

Recording is stopped.

Remote access

You can turn your BT Freelance XA 3000 answering machine on and off and listen to your messages from any *Touchtone*™ telephone. To protect your privacy, messages can only be accessed by entering a 3-digit security code.

The pre-set code is 000 and can be changed. If you change the code it is advisable that you make a note of it somewhere safe.

To change your security PIN code

Press the ✓ button *twice*.

Press the **9** button.

To set a new security PIN code press ✶.

You will hear a beep, followed by, *"Please enter new security code after the tone"*.

Enter a 3-digit code of your choice.

The prompt will announce the new security PIN code.

To confirm your security code press **#**.

Press *and hold* the ✘ button to return to standby.

Note

After 15 seconds the handset will automatically return to standby.

To switch your answering machine on remotely

If you go out and forget to turn your answering machine on you can switch it on remotely.

Dial your telephone number.

Let the phone ring for 20 rings until you hear your outgoing message.

Press the ✶ button.

Enter your security code.

Press the **7** button within 8 seconds. You will hear *"Answer On"* and your answering machine will now be switched on to answer incoming calls.

Note

If you have new messages they will be played after you have entered your security code.

To check for messages

Dial your phone number and wait.

When you hear your outgoing message, press the ✱ button on your phone. You will hear, *"Please enter your security code"*.

Enter your security code.

If you have new messages, you will hear, *"You have 'n' new messages"*.

Your messages will be played.

If you have no new messages, you will hear, *"You have no new messages, to hear main menu press 1"*.

You have 15 seconds to enter any other instructions before your Freelance 3000 hangs up.

Note

If you enter your security PIN code incorrectly, after the second attempt, your BT Freelance XA 3000 will announce: "Thank you for calling" and will then hang up.

Time saver

The Time saver feature is useful if you are out and want to ring in and check if you have received any new messages.

If your answering machine is set to time saver you can check whether you have new messages or not before your answering machine actually answers your call. If you have new messages your answering machine will answer after 2 rings, if you do not have any new messages, it will not answer until 6 rings. This enables you to hang up before you are connected, saving you time and the cost of a call.

Operating the answering machine

When you have accessed your answering machine, you can operate it using the keypad numbers on the phone you are using.

The Remote access main menu

The main menu lets you operate a range of answering machine functions. Simply follow the instructions as announced:

"To play all messages, press 2".

"To play new messages, press 3".

"To skip back during messages, press 4".

"To delete during messages, press 5".

"To skip forward during messages, press 6".

"To set answer on or off press 7".

"To hear the outgoing message menu, press 8".

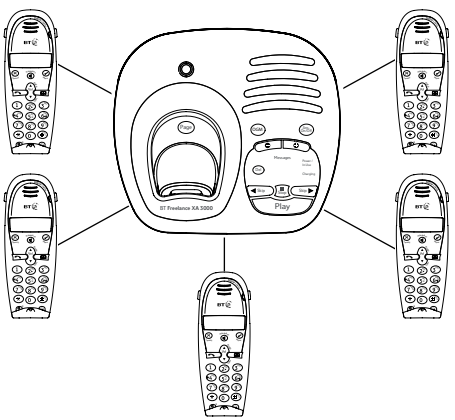
"To set a new security code press 9".

"To set day and time press 0".

"To hear main menu again, press 1".

Using BT Freelance XA 3000 additional handsets and bases

Up to 5 handsets can be registered and operated from any one BT Freelance XA 3000 base. This allows you to make internal calls between two handsets while a third is making an external call.



Each handset can be registered on up to 4 bases.

Each additional handset you purchase must be registered with the base.

Your handset supplied is pre-registered as Handset 1 to its base (**Base 1**).

If you have purchased a multiple pack the handsets are already pre-registered to the base supplied (Base 1).

Note

Remember to charge the battery pack of new handsets for at least 16 hours before use.

If the display shows NOT REG *and the* *symbol is flashing, your handset is not yet registered with the base.*

To register a BT Freelance XA 3000 handset to another base

At the base:

Page

Press and hold the base **PAGE** button for at least 10 seconds, until you hear the validation tone (two beeps), then release the button.

At the handset:

Menu

Press the ✓ button to enter the menu.

Vol

Use the **DOWN** button to scroll to REGISTER and press the ✓ button.

Menu

The display will show BS 1 2 3 4. (The numbers

ADDITIONAL

that are flashing indicate other bases that the handset is already registered to).

Enter the base number (**BS 1-4**) that you want to register the handset to.

Enter your 4-digit PIN (original factory setting 0000) and press the ✓ button.

The display will show SEARCH 1, 2, 3, 4 and the symbol will flash as the handset tries to locate the base. When the handset locates the base, the handset will be automatically selected and shown on the display.

Note

If the handset does not locate the base, the handset will return to the previous menu. Try to register again by using a different available base number. Ensure that you are in close vicinity of the base).

Note

Your 4 digit PIN number is 0000 unless you have previously allocated a new PIN number as explained on page 29.

To de-register a BT Freelance XA 3000 additional handset from the base

Note

Handsets can only be de-registered via another handset.

Press the ✓ button to enter the menu.

Use the **DOWN** button to scroll to SETUP and press the ✓ button.

Use the **DOWN** button to scroll to DEL HS and press the ✓ button.

The display will show PIN?

Enter your 4-digit PIN.

Press the ✓ button.

Use the **UP** or **DOWN** button to select the handset you want to de-register (HANDSET 1-5).

Press the ✓ button. Display shows CONFIRM?.

Press ✓. You will hear a confirmation beep.

Once de-registered, the handset will display NOT REG.

Internal calls

If you have multiple handsets registered to the base you can make internal calls between handsets.

To make an internal call to another handset

Press the **INT** button.

Enter the number of the handset you wish to call, (**1-5**). The called handset will ring

The display will show INT.

To end the call, press the **TALK** button.

The number of the handset calling will be displayed on the called handset. For example, if handset 2 calls handset 1, HS2 will be displayed on handset 1.

Transferring calls

You can transfer an external call to another handset registered to the base.

To transfer an external call between handsets

During an external call:

Press the **INT** button.

Enter the number of the handset that you want to transfer the call to (**1-5**).

Your caller will be put on hold.

When the internal handset is answered, (if you want to you can talk to the handset user first), press the **TALK** button. The call will be transferred.

If the call to the second handset is not answered you can revert/speak to the caller again by pressing the **INT** button.

Three-way conversation

You can talk to one external caller and another internal caller at the same time on your handset.

During a call with an external caller:

Press the **INT** button. Your caller is put on hold and you hear a tone.

Enter the number of the handset you want to transfer the call to.

ADDITIONAL

When the handset is answered, press and hold the **#** button for about 3 seconds. You can now start your three-way conversation. (If the internal handset user does not answer your call, press the **INT** button to return to your external caller).

Press the **TALK** button to end the call.

Note

When on a three-way call the call can only be cleared by the handset which set it up.

Press the button to exit the call.

Handset Priority

If you have more than one handset registered to the base you can select the handset you want to ring first. You can also set the number of rings the handset will have before an incoming call reverts to all available handsets.

Press the ✓ button to enter the menu.

Use the **DOWN** button to scroll to SETUP and press the ✓ button.

Use the **DOWN** button to scroll to PRIORITY and press the ✓ button.

Use the **DOWN** button to scroll to SELECT.

Press the ✓ button.

Use the **DOWN** button to display the option you want, either BASE or the handset number you require, eg HANDSET 3.

Press the ✓ button. The display shows RINGS followed by a number between 1 and 9.

Use the **DOWN** button to scroll to the number of rings you require.

Press the ✓ button. PRIORITY is displayed, denoting that handset priority is on.

Press the ✓ button to confirm. The display shows ON.

Help

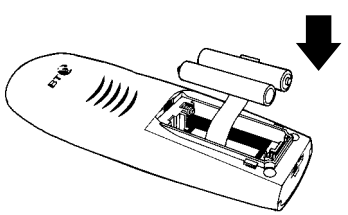
Replacing the handset batteries.

After a time, you may find that the handset batteries are running out of charge more quickly. This is a standard sign of wear and the batteries will need replacing.

For spare 2 x AAA rechargeable batteries please contact the BT Freelance XA 3000 Helpline **0870 605 8047**.

Replacing the batteries

In the event that you should need to change or replace the batteries: Remove the battery compartment cover and take out the batteries. Insert new 2 x AAA re-chargeable batteries and replace the battery compartment cover.



Do not immerse the batteries in water or throw into a fire, or dispose of with ordinary domestic refuse.

BT accepts no responsibility for damage caused to your BT Freelance handset by using any other type of batteries.

No display appears.

The batteries may be flat or dead. Recharge or replace the batteries.

The handset may be switched off.

No dial tone.

Is the telephone line cord plugged into the phone socket?

Check that: The base station is connected to the mains power and switched on.

You cannot link up with the base station.

Is the display flashing ?

The mains power cable may not be connected at the base or switched on.

Are you in range of the base station?

The batteries could be low or flat.

If using more than one base station, check that you are connected to the correct base. *See page 29.*

Handset does not ring.

The ringer volume may be switched to off. To adjust the ringer volume on the handset. *See page 25*.

Check that: The base station is plugged into the phone socket.

Check that: The base station is plugged into the mains power and switched on.

Buzzing noise on my radio, TV, computer or hearing aid.

Sometimes, your BT Freelance XA 3000 can interfere with other electrical equipment if it is placed too close.

It is recommended that you place your BT Freelance XA 3000 and other Freelance/DECT GAP compatible handsets at least one metre away from such appliances to avoid any risk of interference.

The charger does not appear to be working.

Check that: The power adaptor is properly plugged into the charger.

Check that: Your handset has slotted correctly into the charger.

Check that: The batteries are correctly fitted into the handset.

Check that: The base is plugged in to a working socket and that the socket is switched on.

Are you using the correct power adaptor?

BT Freelance XA 3000 base station power supply is Item Code 005391.

BT Freelance XA 3000 charger power supply is item code 021299.

Cannot adjust an option in the base station.

Is someone else making changes via another handset?

Have you pressed the ✓ button to confirm your selection?

Customer Helpline

If you are still experiencing difficulty, call the BT Freelance XA 3000 Helpline on **0870 605 8047**.

General information

Guarantee

Your BT Freelance XA 3000 is guaranteed for a period of 12 months from the date of purchase.

Subject to the terms listed below the guarantee will provide for the repair of, or at BT's or its agent's discretion, the option to replace the BT Freelance XA 3000, or any component thereof, (other than the batteries), which is identified as faulty or below standard, or as a result of inferior workmanship or materials. Products over 28 days old from the date of purchase may be replaced with a refurbished or repaired product.

The conditions of this guarantee are:

- The guarantee shall only apply to defects that occur within the 12 month guarantee period.
- Proof of purchase is provided.
- The equipment is returned to BT or its agent as instructed.
- This guarantee does not cover the battery pack and any faults or defects caused by accidents, misuse, fair wear and tear, neglect, storm damage, tampering with the equipment, or any attempt at adjustment or repair other than through approved agents.
- This guarantee does not affect your statutory rights.

Within the 12 month guarantee period:

If you experience difficulty using the product, prior to returning your product, please read the Help section beginning on *page 57*, or contact the BT Freelance XA 3000 Helpline for assistance:

Helpline **0870 605 8047,** 9am to 5.30pm Monday to Friday.

In the unlikely event of a defect occurring, please follow the Helpline's instructions for replacement or repair.

Outside of the 12 month guarantee period:

If your product needs repair after the guarantee period has ended, the repair must meet the approval requirements for connection to the telephone network. We recommend that you contact BT's approved repair agent, TecLogic on 08702 405029 or a local qualified repairer.

Instructions for returning the product:

If the Helpline is unable to remedy your problem they will ask you to return the product. Where possible, pack the product in its original packaging. Please remember to include all parts, including line cords, power supply units, and the original

batteries. (Please note that we cannot take responsibility for goods damaged in transit.) Please obtain and keep proof of posting from the Post Office.

Technical information

How many telephones can you have?

All items of telephone equipment have a Ringer Equivalence Number (REN), which is used to calculate the number of items which may be connected to any one telephone line. Your Freelance 3000 has a REN of 1. A total REN of 4 is allowed, if the total REN of 4 is exceeded, the telephones may not ring.

With different telephone types there is no guarantee of ringing, even when the REN is less than 4.

Only use approved power supply, item code 005391 for base station or 021299 for charger (only applicable if you have purchased a BT Freelance XA 3000 multiple pack).

Use only approved (Ni-MH) rechargeable batteries.

Switchboard compatibility

This product is intended for use within the UK for connection to the public telephone network and compatible switchboards, which support tone dialling and timed break recall. If in doubt please consult your service provider.

Switchboard external line access code

You may need to enter an access code (e.g. **9**) in order to get an outside line. So that the switchboard has time to pick up an outside line, you may also need to add a Pause after the access code.

Recall

To use the recall button

This is used when connected to certain switchboards and for some BT Calling Features or those services available via your network provider.

To set the dialling mode

Press the ✓ button to enter the menu.

Use the **DOWN** button to scroll to SETUP and press the ✓ button.

Use the **DOWN** button to scroll to DIALMODE and press the ✓ button.

Use the **UP** or **DOWN** button to select either TONE or PULSE.

Press the ✓ button. You will hear a confirmation beep.

To automatically insert a pause after an access code

With some switchboards it may be helpful to dial a pause after entering the switchboard access code, e.g. 9, 11 etc. to enable you to get an outside line.

This feature automatically inserts a pause between the access code and the telephone number that you have entered in the Phonebook. However for this feature to work you must still enter the access code at the front of the telephone number when storing in the Phonebook.

Press the ✓ button to enter the menu.

Use the **DOWN** button to scroll to SETUP.

Press the ✓ button.

Use the **DOWN** button to scroll to PABX.

Press the ✓ button.

Use the **DOWN** button to scroll to PBX 1.

Press the ✓ button.
Display shows PIN?.
Enter PIN number.

Press the ✓ button.

Enter the access code.

Press the ✓ button.

You can also adjust the length of the pause to be inserted. There are two options available, 3 or 5 seconds to be set to suit the switchboard:

Press the ✓ button.

Use the **DOWN** button to scroll to SETUP.

Press the ✓ button.

Use the **DOWN** button to scroll to PABX.

Press the ✓ button.

Use the **DOWN** button to scroll to PAUSE.

Display shows 3 SEC.

Use the **DOWN** button to scroll to 5 SEC.

Press the ✓ button. You will hear a confirmation tone.

Index

Accessories and spares 65
Additional handsets 53
Answering machine
- answer delay 36
- audible message alert 37
- base unit loudspeaker 36
- call screening 45, 49
- loudspeaker volume 36
- memos 48
- message display on base 35
- on/off 36
- outgoing messages 38
- pause message playback 43
- playback messages 43
- set day and time 15
- skip backward/forward 44, 48
- remote access 50

Answer delay 36
Answer on/off 36
Audible message alert 37
Auto talk on/off 26

Base ringer volume 28
Base settings
- default/reset 30
- diagram 2
- PIN number 29, 50
- ringer melody 28
- ringer volume 28
- select which base station 29

Batteries
- charging 13
- installing 13
- low warning 13
- performance 14
- replacing 57

Belt clip 17
Button beeps on/off 25

Caller Display 31
Calls
- end 19
- handsfree 20
- internal 55
- make 18, 20
- preparatory dialling 18
- receive 19
- redial 20
- secrecy 21
- three-way conversation 55
- transfer 55

Calls list 31
- delete 33
- delete all 33
- dial number 32
- enter 32
- store in Phonebook 32
- view 32

Call screening
- via the base 45
- via the handset 49

Call timer 18
Call Waiting 33
Cleaning 11

Day – set 15
Delete
- cancel message deletion 44
- calls list numbers 33
- messages via base 44
- messages via handset 48
- own outgoing message 41-42
- Phonebook numbers 23

De-register 54
Dialling mode 60
Display icons 3

Earpiece volume 19
End a call 19

Guarantee 59

Handset diagram 1
Handset settings
- auto-talk on/off 26
- default/reset 30
- keypad beeps on/off 25
- language setting 27
- name handset 26
- on/off 18
- priority 56
- register to another base 53
- ringer melody 26
- ringer volume 25

Handsfree 20
Help 57
Helpline 58

Internal calls 55

Keypad beeps on/off 25

Language 27
Location of product 12

Make a call 18, 20
Melody
- base 28
- handset 26

Menu structure 6-7
Memo 48

Name a handset 26
Number of rings
- (handset priority) 56

On/off
- answer machine 36
- audible message alert 37
- auto-talk 26
- handset 18
- keypad beeps 25
- secrecy 21

Outgoing messages
- check or play via the base 40
- check or play via the handset 40
- record Answer and Record 38
- record Answer Only 39
- reinstate pre-recorded message 41
- select via the base 40
- select via the handset 41

Pause – insert 22, 61
Paging handsets 24

Pause during playback 43
Phonebook 21
delete 23
dial 22
edit 23
enter a pause 22
store 21
PIN base 29
PIN remote access 50
Playback messages
via the base 43
via the handset 47
Power supply 12, 16
Preparatory dialling 18
Pulse dialling 60

Quick guide – handset settings 4

Recall 60
Receive a call 19
Record
outgoing message 38-39
memo 49
Redial 20
Register handset to another base 53
Remote access 50
REN (Ringer Equivalence Number) 60
Reset handset/base 30
Returning your Freelance 3000 59
Ring delay 36
Ring priority 56
Ringer melody
base 28
handset 26
Ringer volume
base 28
handset 25

Safety information 11
Screening calls 45, 49
Secrecy 21
Setting up 12
Skip forward/backward
during playback 44, 48
Speech volume 19
Storing a number 21
Switchboard access code 60
Switchboard compatibility 60

Technical information 60
Telephone line cord 14
Three-way conversation 55
Time saver 51
Time – set 15
Tone dialling 60
Transfer calls 55

Unpacking 10

Volume
base ringer 28
earpiece (speech) 19
handset ringer 26
handsfree 20
speech (earpiece) 19

R&TTE

This product is intended for use within the UK for connection to the public telephone network and compatible switchboards.

This equipment complies with the essential requirements for the Radio Equipment and Telecommunications Terminal Equipment Directive 1999/5/EC.

Declaration of Conformance.

Hereby, Suncorp Technologies, declares that this BT Freelance XA 3000 is in compliance with the essential requirements and other relevant provisions of Directive 1999/5/EC.

The Declaration of Conformance for the BT Freelance XA 3000 is published on the web site http://www.suncorptech.com/bt

Visit us at www.bt.com

Offices worldwide

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